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14 AUG 1970

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MEMORANDUM FOR: [] OTR

SUBJECT : The Preparation of an OTR Manual on NPIC

REFERENCE : Your Memo to Executive Director, NPIC, Dated 7 July 1970, Subject: "Draft Outline of Training Manual on the Analysis of Imagery for Intelligence Purposes."

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1. As you know, [] has asked me to assist you in the planning and preparation of an OTR manual on NPIC. At his request I have looked into the matter of the purposes and uses such a manual would serve for NPIC which I pass along to aid in the basic decisions that must be made on the form and direction the manual will take.

2. I find that there is a need within the Center for a manual on NPIC which focuses on its organization, functions and procedures. Such a manual would be used:

a. As a handbook for each new Center employee. NPIC has some 200 EOD's each year including Coop Students and Summer Interns.

b. For background reading by new employees of other agencies contributing to the staffing and operation of NPIC under NSCID #8 and the National Tasking Plan (NTP).

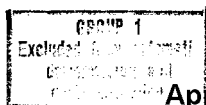
c. As orientation for cleared personnel of various contractors doing business with NPIC.

d. As background reading for customers (from CIA, DoD, State, etc.) and visitors from the large number of codeword cleared personnel in the U. S. intelligence community.

Declass Review
by NGA.

e. For personnel receiving T-KH clearances for the first time or being reindoctrinated.

f. For use in the DoD conducted PI training program in which NPIC participates.



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3. After examining other manuals prepared by OTR, we would like this manual to be focused on the NPIC organization rather than a functional study of imagery analysis. We feel that the uses cited above could not be achieved by approaching the subject on a general functional basis and that a functional approach would have limited utility.

4. In addition, we believe that the manual would have far greater meaning and usefulness for us and throughout the intelligence community if it is prepared at the codeword level. The story of NPIC cannot be told in any meaningful way at anything less than the codeword level, in our opinion. This should not inhibit its value to OTR since it is our understanding that Career Trainee's are cleared for TS and T-KI. If a non-codeword version is desired for other training purposes, we foresee that it could be sanitized at the Secret level without too great difficulty.

5. I hope this approach will be agreeable to you for we have long felt a need for such a manual in the Center. I would be happy to discuss this with you in greater detail at your convenience at which time I would like to pass along some ideas I have on your draft outline.

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Office of the Director
National Photographic Interpretation Center

Distribution:

- Copy 1 - OTR [redacted]
2 - NPIC/SS/TB
3- 4 - NPIC/ODIR

NPIC/ODIR: [redacted] (14 Aug 70)

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